

**Department of Children and Family Services**  
**Family Medical Leave Act Designation Notice (FMLA-2 Instructions)**

CURRENT VERSION OF FORM: Issued: 2/2013

PURPOSE:

To provide official notice of the Department decision to an employee regarding his/her request for family medical leave. The form may be provided to the employee at the same time the FMLA 1 Notice of Eligibility and Rights and Responsibilities is provided.

PREPARATION:

This designation must be provided to the employee within five business days (absent extenuating circumstances) of either receipt of an FMLA certification or the supervisor's knowledge that leave being taken may be FMLA-qualifying. Provided sufficient information is available, this form may be provided to the employee at the same time the FMLA 1 Notice of Eligibility and Rights and Responsibilities is provided.

Requesting additional information: A Supervisor may not ask for additional or clarifying information unless the writing on the certification is illegible, sections are incomplete, or responses vague or ambiguous, in which case the supervisor may require the employee to return to the physician for completion/legible writing.

If questions still exist after receipt of the health care provider's response, and provided the employee authorizes the health care provider to provide information to DCFS, a DCFS-authorized health care provider, Human Resources professional, or management official may contact the health care provider for purposes of authentication or clarification. "Authentication" means requesting the health care provider who signed the certification form to verify that he/she completed or authorized the information contained on the certification form. "Clarification" means contacting the health care provider to understand the handwriting on the form or to understand the meaning of a response.

At no time may the employee's direct supervisor contact the health care provider or may the health care provider be requested to provide additional information beyond that required by the certification form.

Allow the employee at least seven calendar days from receipt of the notice to provide additional information needed to make a previously-submitted certification completed and sufficient.

DISPOSITION

The supervisor must maintain this form and all FMLA leave documents in a separate, confidential employee file for 3 years.